



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA
111 SEVENTH AVENUE SE, BOX 4
CEDAR RAPIDS, IOWA 52401**

POSITION TITLE: **ELBOW LAW CLERK TO A FEDERAL DISTRICT COURT JUDGE**

APPLICATION PERIOD: **March 5, 2018 until filled**

SALARY RANGE: **\$61,218 - \$87,252 (JSP 11/1 - JSP 13/1)**

These figures represent the possible salary range. The actual salary is subject to negotiation and the applicant's qualifications.

POSITION OVERVIEW:

The United States District Court for the Northern District of Iowa is seeking applications for an Elbow Law Clerk to Judge C.J. Williams to begin when he is confirmed by the United States Senate, expected sometime in the Spring or Summer of 2018. Judge Williams is currently serving as Chief Magistrate Judge for the Northern District of Iowa.

The position is located in Cedar Rapids, Iowa. Cedar Rapids is a medium-sized community located in eastern Iowa.

The successful applicant will be a part of the Judge's staff, which consists of a Judicial Assistant, two Elbow Law Clerks, a Legal Advisor and a Court Reporter.

Applicants must be willing to commit to at least two years of employment with the Court; however, employment shall be conditioned upon satisfactory job performance.

The successful applicant will have the opportunity to research a variety of legal issues, draft memoranda, draft jury instructions, and draft opinions.

MINIMUM QUALIFICATIONS:

A degree from a law school of recognized standing in the upper one-quarter of the class (or certified completion of all law school studies and requirements, and merely awaiting conferment of degree by August 2018) is required.

Applicant must possess excellent research and writing skills, be organized, a team player and highly motivated.

Law Review experience, publication of a noteworthy article in a law school publication or other scholarly publication, moot court experience or prior legal employment is preferred.

ADDITIONAL INFORMATION:

The United States District Court requires employees to adhere to a code of conduct which is available upon request.

The Financial Reform Act requires direct deposit of federal wages for Court employees.

Due to the volume of applications, not all applicants will be interviewed. The Court will only communicate with those individuals who will be interviewed.

The position will be open until filled and may be closed without further notice.

The Court is an equal opportunity employer.

REQUIRED CLEARANCES:

The successful applicant will be required to submit to a background clearance which includes fingerprinting. Appointments are provisional based upon successful background clearance.

HOW TO APPLY:

Applicants should submit a cover letter, resume, transcript, writing samples (2) and recommendations (3) to:

C.J. Williams, Chief Magistrate Judge
U.S. District Court
Northern District of Iowa
111 Seventh Avenue SE, Box 21
Cedar Rapids, IA 52401

The Court will accept applications until the position is filled.